## Non Secondary Course Coding

Iowa Department of Education

## Which Courses Must be Coded?

- Scheduled courses in Math, Reading, Language Arts,
   Science (grades 5 and 8).
- Courses eligible for supplemental weighting
  - course taught in district by non-district teacher
  - course taught over ICN
  - course with public shared time students
- Reading courses in districts participating in Rtl

# SCED Codes for Non-Secondary Courses

- 11 Characters long
  - Course Description 5 digit code consisting of the Subject Area and Course Title
  - Course Level
    - 'X' for general classes
    - 'S' for specially funded classes (Title 1, ELL, etc.)
  - □ Filler always use '000'
  - Grade Span two digits indicating the course's intended grade span

## For a list of Non-Secondary SCED Codes go to:

#### <u>www.educateiowa.gov</u> > Data & Reporting >

#### Data Reporting > Student Reporting in Iowa

#### Course Coding and Supplementary Weighting

Addendum P Course Coding Matrix

Career Academy Minutes and SCED Codes 1/2013

Course Coding Non-Secondary Level Courses (Required) 2011-2012 (20 kB)

Complete List of Non-Secondary Course Codes, 2011-2012 (53.91 kB)

SCED Code for Community College Courses 08 01 2013

Contact Minutes for Comm College Courses 08 13

FAQ Concurrent Enrollment (4/27/11)

Supplementary Weighting Change Details (4/25/11)

SYP Guidance

Course Coding (Secondary and Non-Secondary)

SCED Code Handout Updates (High School Level)

EASIER SCED Coding Handbook (Dec 2009)

Concurrent Enrollment vs PSEO Courses

#### **ENGLISH LANGUAGE AND LITERATURE**

	Subject	Course			Grade
	Area	Title	Level	Filler	Span
Language Arts Grade 3	51	031	X or S	000	Varies
Language Arts Grade 4	51	032	X or S	000	Varies
Language Arts Grade 5	51	033	X or S	000	Varies
Language Arts Grade 6	51	034	X or S	000	Varies
Language Arts Grade 7	51	035	X or S	000	Varies
Language Arts Grade 8	51	036	X or S	000	Varies
Language Arts Multi Grade or Ungraded	51	037	X or S	000	Varies
Reading Grade 3	51	043	X or S	000	Varies
Reading Grade 4	51	044	X or S	000	Varies
Reading Grade 5	51	045	X or S	000	Varies
Reading Grade 6	51	046	X or S	000	Varies
Reading Grade 7	51	047	X or S	000	Varies
Reading Grade 8	51	048	X or S	000	Varies
Reading Multi Grade or Ungraded	51	049	X or S	000	Varies

#### **MATHEMATICS**

	Subject	Course			Grade
	Area	Title	Level	Filler	Span
Mathematics Grade 3	52	033	X or S	000	Varies
M-414: O1- A	EO	004	V 0	000	1/:

## Non-Secondary Courses Two Examples

1) A general 3<sup>rd</sup> Grade mathematics course: 52033X00033

52 033 Х 000 33 3rd Grade Elementary Non-Static Intended Mathematics Mathematics Secondary for only Filler Level 3rd grade

2) A Title 1 Reading course intended for 3<sup>rd</sup> and 4<sup>th</sup> grade students: 51043S00034

51	043	S	000	34
Englis Langua and Liter	age	Specially Funded	Static Filler	Intended for grades 3 thru 4

# Other Course Data Elements for Non-Secondary Courses

- Course Origination
  - '1' Local Course taught by local teacher
  - '8' Other
  - '11' Local Course taught by non-district teacher
- Accreditation Program Area
  - '0' Not Used for Accreditation; accreditation is only for high school courses
- Institution Providing Course
  - Vendor should default to your local district number
- Delivery Method
  - Vendor should default to '1' Face to Face
- Section Teacher Folder Number

### Teacher Folder Number

- Will be entered in the same place as the Homeroom/HSAP Teacher Folder Number
- InfiniteCampus: Staff-District Employment-Employment Record
  - License Number
- JMC: Attendance Staff Teachers/Rooms
  - File Folder Number
- PowerSchool: Staff Information Page
  - StatePrID

### Secondary Level Courses in 7th and 8th Grade

Use the same SCED code as its secondary counterpart

Example: Algebra - 02052G10000

Accreditation Program Area will be '0'

 Does not matter if student receives 'high school' credit for course

## Homeroom Teacher Folder Number

Linking Teachers to Students in Grades with No Scheduled Courses

## Homeroom Teacher Folder Number

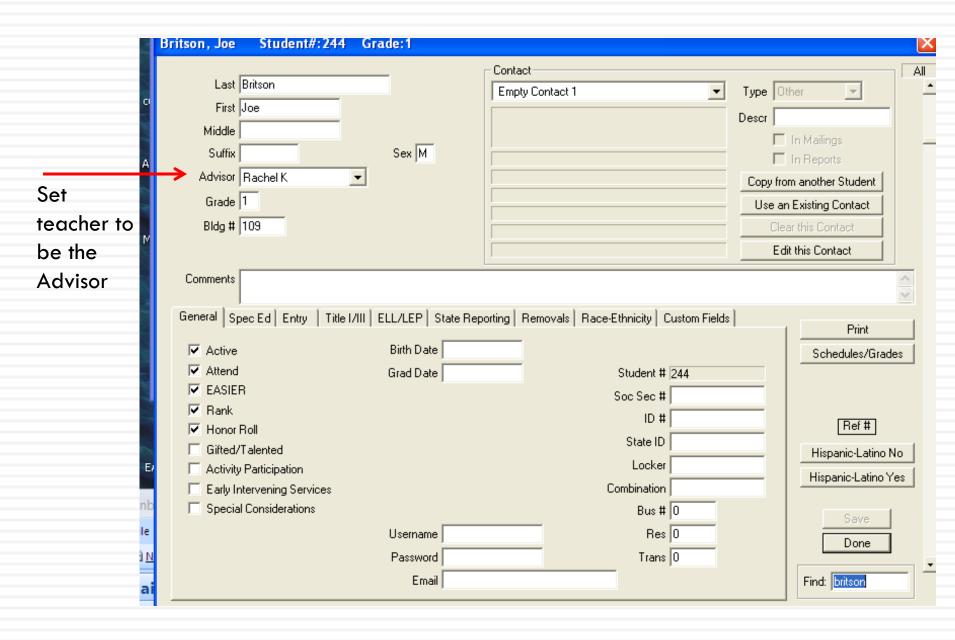
- Student has same teacher for science, math, reading, and language arts.
- Courses are not scheduled.
- Courses are not eligible for supplemental weighting.

 Teacher will be linked to student through the Homeroom Teacher Folder Number data element.

#### Homeroom Teacher Folder Number Using JMC

- The folder number of the person set to 'Advisor' on the main student demographics page will be extracted.
  - Set the teacher to be the 'Advisor':
    - Edit Edit Student Data
  - Enter the teacher's folder number:
    - Attendance Staff Teachers

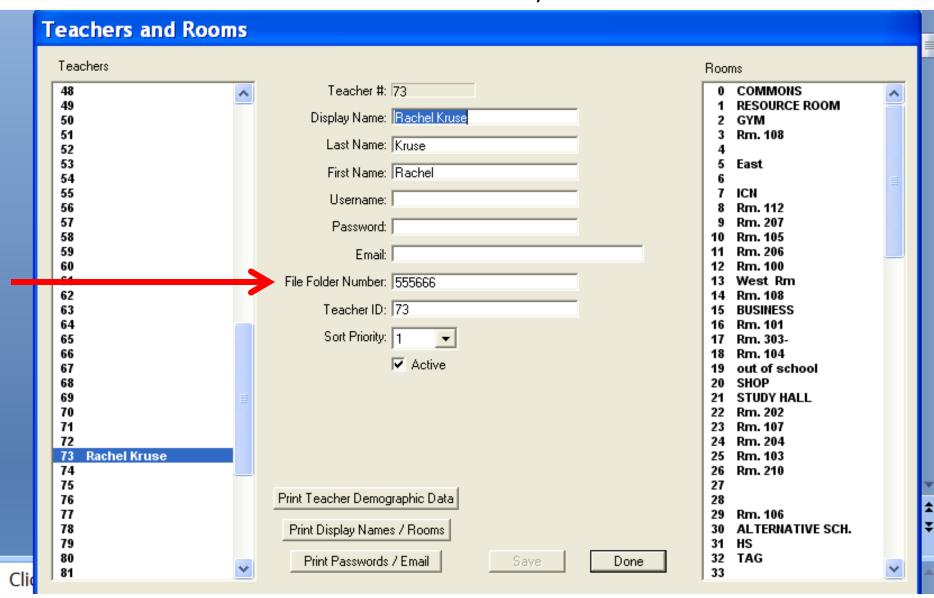
#### Attendance - Edit - Edit Student Data



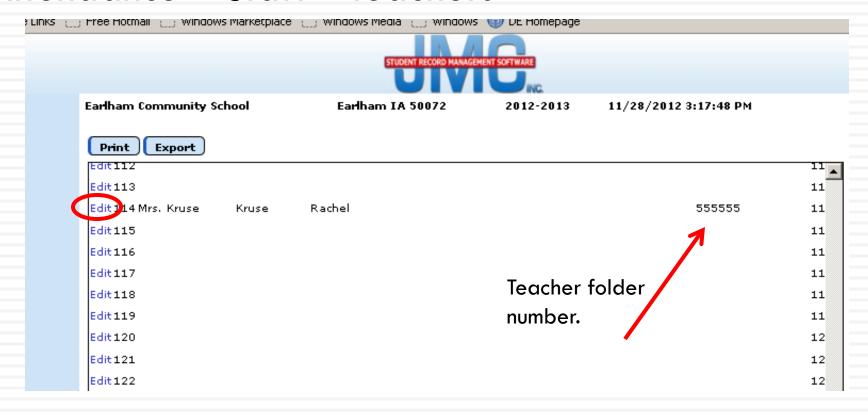
#### Edit – Edit Student Data

	; 💹 Free Hotmail 🔝 Windows Marketplace 🔝 Windows Media 🔝 Windows 😡 DE Homepage					
			STUDENT RECORD MANAGEM	ENT SOFTWARE		Tei
				2012-2013	11/28/2012 3:13:22 PM	1
Set	Grade: All	Find:		▼ (	<b>○</b>	s
teacher to	Last:	: Kruse	Gender	: M 🔻	Primary	Type: Primary
be the	First:	Bill	Grade	: 0	Contact Name	Desc:
Advisor	Middle:		Kdg Group		Contact Address Contact Address2	In Mailings
7 (4 7 1301	Suffix:			y Assessment:	Contact City, State, Zip	✓ In Reports
	Advisor:		<u>·</u>	ol Attendance:		Copy Contacts
	Building #: JMC Building:		3 Yes, non-district	sponsored 🔻	Contact Phone Numbers Contact Password	Change Contact
	Jet Ballaling:	1/2 -	1 Tes, non-district		Contact Email	Clear
	Comment					.:1
	General Spe	ecial Ed Entry Title I/I	III   ELL/LEP   State Reportin	g Enrollment	Removals Race/Ethnicity	Custom Fields Phot
					Referenc	e #: 983139172
	✓ Active		Birth Date:		Student	ID: 202456
	✓ Attenda	ince	Graduation Date:		:	ssn:
	✓ State Re		Username:			D #:
	V Pook		osemanie:		State	ID: 555555555

#### Attendance - Staff - Teachers/Rooms



#### Attendance - Staff - Teachers



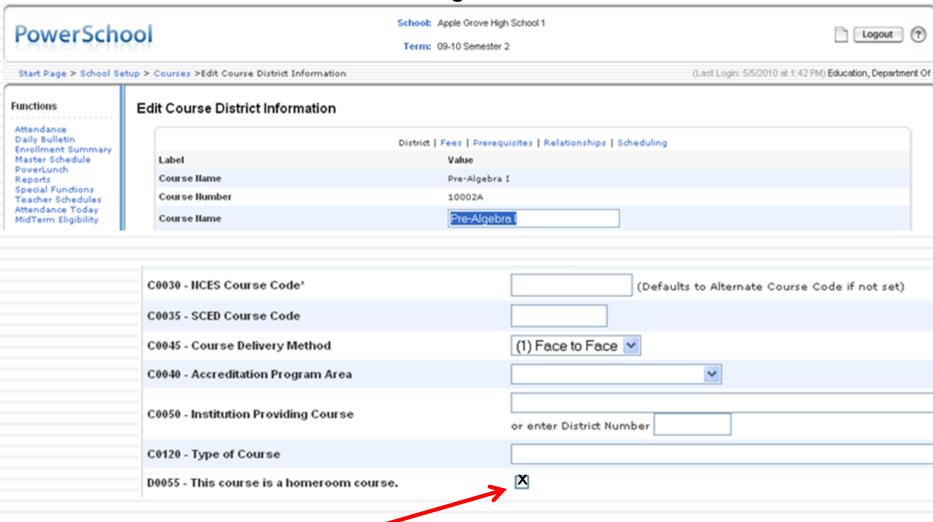
To add the folder number, click on *Edit* next to the teacher's name.

#### Teacher Folder Number Using PowerSchool

- Identify a course as a homeroom course
  - Edit Course District Information page
  - □ D0055 This course is a homeroom course

- Enter teacher's folder number
  - Staff Information page
  - StatePrID

#### Edit Course District Information Page



Check box to indicate course is a Homeroom course. It is the very last item on the page

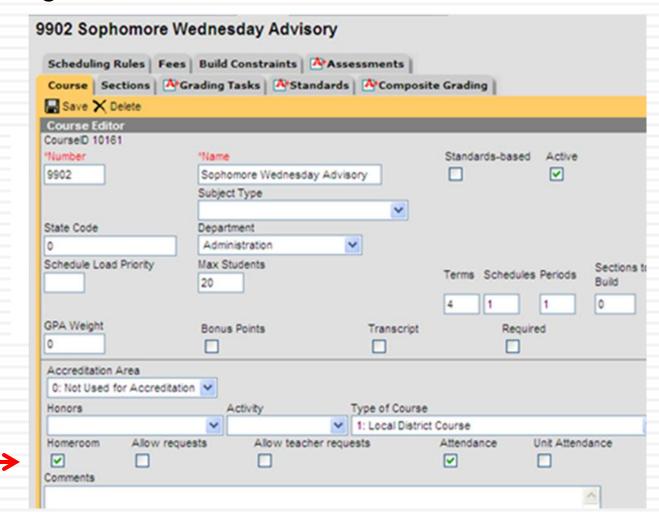
#### Staff Information Page

	Name (Last, First MI)	Doe John
	Preferred Name	Johnny
	Email Address	
	Title	Teacher
	Gender	Male v
	Federal Ethnicity and I	Race
	Ethnicity	Is the staff member Hispanic or Latino? OYes ONO
	Race	What is the staff member's race?
Enter Teacher		(W) White □(B) Black or African American □(A) Asian □(I) American In □(P) Native Havaiian / Other Pac Islander
Folder Number Into StatePrld	Reporting Ethnicity	White (W)
	ID	8663
<b>──</b>	StatePrId	
	Homeroom	

#### Teacher Folder Number Using Infinite Campus

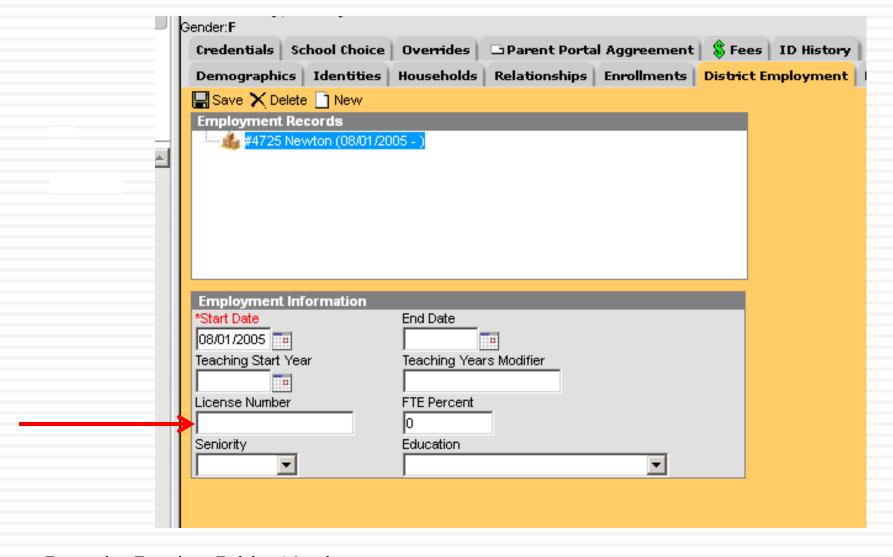
- Identify a course as a homeroom course
  - In Course/Section tab click box next to Homeroom
- Enter teacher's folder number
  - Staff-District Employment-Employment Record
    - Licensure Number

Mark the course or section as homeroom. If you mark the homeroom at the 'course' level it will flow through to all of the sections.



Click box to indicate the course/section is a Homeroom

#### Staff-District Employment-Employment Record



Enter the Teacher Folder Number in the License Number field

## Questions?

If you have any questions,
 please contact an SRI Consultant.

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Nonpublic SRI Consultant

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